



Clark County Department of Building & Fire Prevention

4701 West Russell Road ▪ Las Vegas NV 89118

Tel (702) 455-3000 ▪ Fax (702) 221-0630

Division:	Inspection	Policy & Procedure	BI-PP-041
Subject:	NOTIFICATION TO THE NEVADA STATE CONTRACTORS BOARD OF WORK PERFORMED WITHOUT A PERMIT	Effective Date:	11/01/2007
Code:	N/A	Revised Date:	04/20/2015

A. POLICY:

The Clark County Administrative Code Section 22.02.16 provides for the issuance of a Notice of Violation in those cases when the Building Official finds that work has been performed without permit or inspection. This notice is served on the property owner. This policy and procedure also requires notification to the Nevada State Contractors Board when these violations occur.

B. PROCEDURE:

1. Upon issuance of a Notice of Violation for work performed without a permit, the attached form will also be completed. Provide as much information as is available about the contractor or person(s) performing the work.

Exception: For Single-Family Residences, if it is known that the homeowner performed the work, a contractor complaint form shall not be submitted.

2. Provide the completed form to your immediate supervisor.
3. Upon review, the supervisor will coordinate with the Building Permit Specialist in the Administrative Code Enforcement Team (ACET) for any required case file documentation.

EXCEPTION: Notices of Violation for work performed without a permit for residential properties shall be forwarded to Clark County Public Response for resolution.

4. The ACET Building Permit Specialist will open a case file in Naviline.
5. When a case is investigated by ACET for work without permit, this form, or the Naviline equivalent, shall be forwarded to the Contractor's Board by the assigned inspector upon issuance of a Notice of Violation for work without permit.
6. This Department will assist the State Contractors Board in their investigation to the maximum extent practicable.

Attachment: Form #163

Division:	Building Division - Inspection	Policy & Procedure	BI-PP-041
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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
6.00.50	Notification to the Nevada State Contractors Board of Work Performed without Permit	11/01/2007	New	
BI-PP-041	Notification to the Nevada State Contractors Board of Work Performed without Permit			08/15/2008
BI-PP-041	Notification to the Nevada State Contractors Board of Work Performed without Permit		05/18/2012	
BI-PP-041	Notification to the Nevada State Contractors Board of Work Performed without Permit		05/13/2014	
BI-PP-041	Notification to the Nevada State Contractors Board of Work Performed Without Permit		04/20/2015	

Developed by:	Reviewed by:
 Brenda A. Thompson <i>Inspections Manager</i>	   Ted Droessler Kevin McOsker Brenda Thompson <i>Engineering Manager Plans Exam Manager Inspections Manager</i>
Reviewed by:	Approved by:
 Samuel D. Palmer, P.E. <i>Assistant Director</i>	 Ronald L. Lynn <i>Director/Building & Fire Official</i>

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**Do Not Write in Shaded Area
(For Office Use Only)**

LICENSE NUMBER:	DATE RECEIVED:	FILE NUMBER:
CORRECT NAME OF CONTRACTOR:		
SEND TO: NEVADA STATE CONTRACTORS BOARD 2310 Corporate Circle Ste 200 Henderson, NV 89074 Tel (702) 486-1100 Fax (702) 486-1190		
<i>An investigation and/or inspection at the below described project resulted in issuance of a Notice of Violation by the Department of Development Services for work performed without permit.</i>		

1. COMPLAINT SUBMITTED BY		2. COMPLAINT AGAINST	
CLARK COUNTY DEPARTMENT of BUILDING & FIRE PREVENTION 4701 W. Russell Road, Las Vegas, NV 89119 Tel. (702) 455-8040 Fax (702) 221-0630		Contractors Name (as shown on contract/invoice)	
		License Number Used:	
		Address (Number) (Street)	
		City & State	Zip code
		Phone Number (area code)	Person dealt with:
3. PROJECT INFORMATION			
OWNER OF CONSTRUCTION SITE		CONSTRUCTION SITE ADDRESS	
Name:			
Address (number) (street)		(Number) (Street)	
City State Zip code		City Zip Phone ()	
Briefly provide available information about the contractor or persons performing the work and scope of work being performed. (If additional space is needed, please use the back of this form).			
Is this project a: ... Residence ... New Construction ... Commercial Building ... Other Describe:			
Is this project a: ... Repair ... Remodel ... Addition ... Other			
Submitted By:		DATE:	
Department of Building & Fire Prevention			
Ref: NOV # _____			